



**Minutes of a meeting of the Governing Body held on Thursday 15 July 2010
at 5.00pm in Rooms 1F024 and 1F025, York College**

Present: Hilary Bainbridge
Alison Birkinshaw
Jim Clark
Sam Garside
Bruce Gilbert
Tom Hobman
David Jackson
David Johnson
Andrew Lindsay
Andy Mendus
Danny Morgan
Mike Proctor
John Short, Chair

In

Attendance: Trevor Armer, Director of Finance
Richard Hinde, Clerk to the Governing Body
Glyn Jones, Assistant Principal: 16-19 ALevel/GCSE
Louise Lawrence-Crockford, Assistant Principal: Employer
Engagement
Graeme Murdoch, Deputy Principal Quality Assurance & Support
Bob Saynor, Assistant Principal: Lifelong Learning and HE
Anne Tyrrell, Deputy Principal Operations
Clare Wareing, Assistant Principal: 14-19 Vocational

The meeting started at 5.05pm.

Action

10.24 Apologies for Absence / Declarations of Interest

Apologies had been received from Peter Burrows, Michael Cliffe, Kevin Deadman, David Jackson, David Marsh, Lynne Marston, David Maughan Brown, Carol Runciman, Terry Wolf and Bill Woolley.

Governors were requested to make declarations of interest as they arose. No declarations of interest were made.

10.25 Appointment of New Governors

The Chair explained that Sam Garside had been elected as the new Student Union President and Michael Cliffe had been elected as the new Higher Education Officer. The Chair also explained that the Search & Governance Committee had recommended that Mike Proctor, Deputy Chief Executive/ Chief Operating Officer of York Hospitals NHS Foundation Trust, should be appointed as a new Independent Member of the Governing Body to fill the vacancy being left by Danny Morgan who was resigning from the

Governing Body. His CV had been circulated to all governors before the meeting.

The Governing Body resolved to appoint:

- a) Mike Proctor as an Independent Member of the Governing Body with immediate effect for a period of four years to 14 July 2014;***
- b) Michael Cliffe as the HE Student Member of the Governing Body with immediate effect for a period of one year; and***
- c) Sam Garside as the FE Student Member of the Governing Body with immediate effect for a period of one year.***

(Mike Proctor and Sam Garside joined the meeting at 5.15pm. Mr Proctor and Mr Garside were introduced and welcomed to the Governing Body. Danny Morgan and Tom Hobman both remained in attendance at the meeting.)

10.26 Minutes of Previous Meeting – 23 March 2010

The minutes and confidential minutes were approved as an accurate record and signed by the Chair.

10.27 Matters Arising

a) Action Summary Sheet

Members considered the action summary sheet of the previous meeting and noted that all actions had been completed or were in progress. Members were reminded that anyone who had not yet undertaken the on-line Safeguarding training was required to do so.

Governors

b) Any Other Matters

None.

10.28 Principal's Report

The Principal presented her report outlining key developments across the sector and for York College including updates on the potential impact of the Academies' Bill and the College's proposed strategy; on the changes in Train to Gain funding; on the current position regarding retention (and achievement) noted this year; a request for approval of the College's 'rebranding' and associated concept regarding A level provision; together with examples of celebratory events and other successes of the College.

(Hilary Bainbridge and David Johnson joined the meeting at 5.20pm.)

In relation to quality and achievement, it was reported that current performance data was showing some improvements on last year's retention. Particularly noteworthy was the improvement in

retention on 16-18 Level 2 and Level 3 qualifications which it was hoped would result in an improvement on last year's retention of around 1% overall. However, there had been a fall in retention on Level 1 16-18 qualifications which was partly due to the change in the mix of provision and the College's introduction of Foundation Learning qualifications which had meant that an individual student would be taking multiple qualifications rather than one single qualification (and had thus led to a significant increase in numbers on that line of provision). If one student left, the effect was therefore disproportionately negative. Adult retention was not as strong, and was unlikely to show any improvement on last year. Investigations had showed that this was largely due to historic loss of learners on Distance Learning qualifications, and poor retention on part-time IT programmes. However, the College was hopeful that achievement levels would be at least maintained, if not improved, on all lines and that success rates should therefore be held at least at last year's level. Work-Based Learning was showing good improvement and continued to perform above national averages. The Train to Gain success rates were particularly high, and were expected to be at 96% overall.

Members were reminded that last year the College had achieved 128 triple distinctions on National Diplomas. This year the College anticipated improving on that figure with 178 triple distinctions. It was explained that triple distinctions were the equivalent of three grade As at A level. It was estimated that 37% of the College's National Diploma students would achieve the top grades, representing a significant improvement on the last two years. Areas showing significant numbers of triple distinctions included: Sport (29); Fashion (14); Fine Art (10); Business Studies (10); Media (20); Performing Arts (Acting and Production) (32); and Public Services (18).

The College's performance on HE qualifications had also demonstrated some outstanding results with 17 first class honours degrees and 14 distinctions on Foundation Degrees, with some examination boards still to meet.

Members were referred to the summary of the College's performance overall against its KPIs. It was explained that the College hoped to present a positive improvement on last year's performance in a number of areas, although it had not met all its targets. Employer Engagement income had been a key hot spot for the College all year, as had vocational attendance. The College was working hard to put in place actions for 2010/11 to bring about improvement in all under performing areas. Members also considered the other significant causes for celebration identified in the report.

The Governing Body resolved to note the Principal's report.

(The remainder of the Principal's report was treated as confidential and a separate confidential minute produced.)

10.29 **Strategic Planning**

a) Strategic Priorities 2009/12 End of Year Evaluation

The Chair and Deputy Principal Quality Assurance & Support presented the progress report identifying the wide range of activities and actions that had been taken in respect of delivering the targets presented in the Strategic Plan. The following key points were noted:

- Retention rates were strong for 16-18 year olds (excluding Long Level 1 courses) but not so for adults. Projected success rates were forecast to be good.
- Student attendance was at 86% against a target of 88%. This was due to lower levels for full-time vocational students.
- A revitalised enrichment programme had been implemented, and anecdotal evidence was that it had been well received by students. Full survey outcomes were awaited.
- A range of cultural diversity events had been held, with positive feedback being received from participants.
- There had been under-performance on commercial activities and 19-24 apprenticeships. Work was progressing to minimise the shortfall.
- Major revision of the College's portfolio of qualifications had been undertaken to ensure the offer matched the Qualifications Credit Framework (QCF).
- Performance review compliance had increased. For full-time staff it was at 95%, (71% the previous year). For part-time staff it was at 87%, (4% the previous year).
- Staff absences were lower: 3.3% compared to 4.5% previously.
- The MIS Review was now at the procurement stage.
- The first phase of the feasibility study was in progress in relation to the College's Property Strategy.
- The Osbaldwick 2 development was being implemented.
- The College was in Financial Health Category A, with a classification of "outstanding" under framework for Excellence; and
- The College's forecast surplus for 2009/10 was £818,000.

The Governing Body resolved to note the report.

b) Strategic Plan 2010/13

The Principal presented the draft Strategic Plan for 2010/13. It was explained that the May 2010 Governors' strategic event and subsequent Committee discussions had been an important part of the plan's development.

Consideration was given to each individual section of the Plan and

comments invited from Members. Governors also considered the final summary sheet of the Strategic Plan 2010/13, which had been amended to reflect changes recommended by Members at previous meetings when earlier consideration had been given to this. It was explained that the Plan was an evolving working document, and that each individual action within the Plan would be reviewed by College management every two months so that progress/ achievement could be monitored.

The Chair explained that progress had already been made in relation to some of the elements contained within the Governance section of the Plan, as would be seen later in the meeting.

The Governing Body resolved to approve the College's Strategic Plan for 2010/13, subject to noting further progress had already been made with the Governance section of the Plan.

10.30 Statement of Contribution

The Principal presented the report and explained that the Local Authority had requested that the College provide a 'Statement of Contribution' to York's post-16 system. The Local Authority had provided a template for this purpose which the College had followed.

Members considered the proposed response which described the College's position and plans for the next two to three years, which required approval by the Governing Body prior to submission to the Local Authority.

Discussion took place about the reasoning behind the requirement to provide the Statement of Contribution. It was also noted that the current Academies proposals could potentially have an impact on these Statements of Contribution from York schools and colleges.

The Governing Body resolved to approve the College's proposed Statement of Contribution.

10.31 Safeguarding Report and Safeguarding Training Policy

The Deputy Principal Resources presented the first monitoring report on Safeguarding to Members. It was explained that the report had been discussed at the Personnel Committee meeting on 24 June 2010. In the context of Governors' responsibility for Safeguarding, Members had agreed that the full report should be presented to the Governing Body at this meeting. It was agreed that for this first report the additional detail helped provide the context in which the College managed Safeguarding.

The Personnel Committee had also requested that the report should include reference to the Safeguarding Training Policy

(which had been approved by the Personnel Committee on 24 June 2010) and which was included, together with reference to controlled and regulated posts. Consideration was also given to Governors' responsibilities for Safeguarding, which were set out in the report. It was noted that the Health, Safety and Welfare report which was a standing agenda item at Governing Body meetings had been incorporated into this Safeguarding report. The Annual Report on Health and Safety was scheduled for inclusion at the Governing Body's meeting in November 2010. It was again noted that the target of 100% compliance for Governors undertaking the on-line Safeguarding training had not yet been achieved, and Members were reminded that this should be done as soon as possible.

Governors

The Governing Body resolved to note the report.

10.32 Personnel Committee – 24 June 2010

The Chair of the Personnel Committee presented the minutes of the meeting, which were noted by the Governing Body. Specific reference was made to the comprehensive suite of policies that had been approved at the meeting, and congratulations offered to the College's health and safety team for health and safety across the College having been assessed as "outstanding" in a recent assurance visit by the LSC.

10.33 Learner Enrolments 2009/10 – Progress Reports

The Deputy Principal Resources presented the report summarising the data on recruitment as at 5 July 2010, together with a summary of key issues arising from initial analysis. The report also included initial information on the College's planning for 2010/11.

With 16-18 Learners (excluding apprenticeships) targets had been exceeded. There had been an increase of 92 learners compared with the same point last year and the College was currently 123 learners ahead of its LSC year end target. The College was currently 6.87% above its target Standard Learner Numbers (SLNs). This was because it was currently delivering an average of 1.44 SLNs per learner against a funding level of 1.40 SLNs per learner. This compared to 1.38 SLNs per learner in July 2008/09 and was indicative of fewer part-time 16-18 year old students and larger programmes for full-time students. As reported previously, the average SLNs per learner for 2010/11 had been set at 1.38 on the basis of the College's 2008/09 outturn. This provided the College with a challenge in planning its 2010/11 delivery and the need to maintain the breadth and size of its programmes for some students as part of its drive to improve value-added. The College had reviewed programme size for 2010/11 in light of its allocation and the need to hit its cash allocation. An increase in the number

of NEETs learners was anticipated, and also in some additional part-time students next year which would also help to bring down the SLN : learner ratio. It was explained that, notwithstanding the College's actual performance level in 2009/10, a reduction in the funding per learner was one of the government's targets to reduce funding in the future.

16-18 Apprenticeships were currently 67 below target and there had been little movement in recruitment since the start of year. In previous years the College would have expected growth in numbers during the year but this was evidence that employers continued not to take on Apprentices, which was leading to conversion from Apprenticeships to full-time FE programmes. Apprenticeships were a key government priority for 2010/11 and would continue to present a challenge for the College to meet.

Adult Responsive (19+) provision (excluding Apprenticeships) was currently achieving 87% of the College's year-end learner number target which was slightly better than the same time last year when it was 84%. The College's funding level (SLNs) was significantly higher than the same time last year when it was achieving 93% of its year end target. The College was currently 10% above its SLN target and its actual funding position was 14% above its allocation. Members were reminded that the College's Adult Learner Responsive allocation for 2010/11 represented a 25% cut on its 2009/10 allocation and was based on its delivery of priority provision in 2008/09.

Employer Responsive 19+ Apprenticeships were currently 25 below target, with the same concerns as for 16-18 Apprenticeships. Construction Skills were currently 54 below the same position last year.

With HE Provision, current enrolment levels for the College's direct HEFCE contract were above target and, as reported previously, over-recruitment of HE numbers had led to clawback of funding by HEFCE. International recruitment was currently 44 below the original 2009/10 target.

In relation to course planning for 2010/11 it was reported that because of the significant reduction in some of the College's funding streams; the focus on priority targets; and extensive curriculum changes, the College had managed the course planning process for 2010/11 very closely. This had involved three rounds of course validation meetings and close scrutiny of tutor utilisation and class size. This had been particularly important in order to inform budget planning and plan resource allocation. It was also noted that, as in any year, there would be changes in September as a result of actual recruitment and the College would continue to monitor this closely during the

enrolment period.

The Governing Body resolved to note the report.

10.34 Quality and Curriculum Committee

a) Minutes of Meeting on 16 June 2010

The Chair of the Quality and Curriculum Committee presented the minutes of the meeting, which were noted by the Governing Body. Specific reference was made to the need to improve attendance rates in order to boost retention and thus improve success rates. Discussion also took place about the College's revised approach to observing teaching and learning, and the fact that it was intended that all of the College's teaching staff – full-time and part-time variable hours (PTVH) – would be observed during the course of the next year.

10.35 Student Union President's Report

The Student Union President presented the report which was the first report by the newly-elected Student Union President. The key issues identified included recent activities to attract more students into Lounge-on-One; "Keep College Clean" events; officer training for the Student Union President; and contributions by the Student Union Executive to College committees.

The Governing Body resolved to note the report.

10.36 Equality & Diversity Monitoring Report

The Deputy Principal Quality Assurance & Support presented the report and explained that this was the first report to the Governing Body of this nature. It was envisaged as a termly report to the College's SMT and an annual report to Governors. The report identified the College's legal responsibilities and its responses in relation to them. The report also considered the College's Equality & Diversity activities; and staff and student profiles identified. The report was closely aligned with Ofsted, and progress in this regard would be assessed as part of the College's self assessment process.

The Governing Body resolved to note the report.

10.37 Finance & General Purposes Committee

a) Minutes of Meetings on 20 May and 1 July 2010

The Chair of the Finance and General Purposes Committee presented the minutes and confidential minutes of both meetings, which were noted by the Governing Body. Specific reference was made to the College's Marketing Strategy, MIS Project, Osbalwick 2 development and proposed Budget for 2010/11.

b) 2009/10 Year End Financial Forecast

i) 2009/10 Year End Forecast

This item was treated as confidential and a separate confidential minute produced.

ii) Comparison with 2009/10 Budget and 2009/10 Mid Year Forecast

This item was treated as confidential and a separate confidential minute produced.

iii) Comparison with Financial Objectives

This item was treated as confidential and a separate confidential minute produced.

c) 2010/13 Strategic Financial Objectives

The Director of Finance presented the report with details of the College's proposed Strategic Financial Objectives for the period 2010/13 which had previously been considered with approval by the Finance & General Purposes Committee at its meeting on 11 February 2010.

It was explained that these objectives were essentially those approved for 2009/12 subject to one significant difference. This was the recommendation that in the current circumstances, in 2010/11 it would not be in the College's best interests to seek the 1.0% surplus necessary for 'outstanding' financial health. It was recommended that this objective should be deferred until 2011/12, when some of the current political and funding uncertainties (though not the pressures) should have been removed. It was noted that a decision about financial objectives for 2011/12 would be taken in February 2011, when the College should be clearer about the political landscape, relationships with new funding bodies and any economic recovery.

The Governing Body resolved to approve the College's proposed 2010/13 Strategic Financial Objectives.

d) 2010/11 Budget

i) 2010/11 Budget with Commentary

This item was treated as confidential and a separate confidential minute produced.

ii) Comparison with 2009/10 Year End Financial Forecast

This item was treated as confidential and a separate confidential minute produced.

iii) Comparison with Financial Objectives

This item was treated as confidential and a separate confidential minute produced.

e) 2010/13 Three Year Financial Forecast

This item was treated as confidential and a separate confidential minute produced.

f) Treasury Management Policy Review

The Director of Finance presented the report and the College's updated Treasury Management Policy. It was explained that this had been reviewed by the Finance & General Purposes Committee and amended in light of comments previously made by Members of the Committee. The key changes were outlined as follows:

- The Policy review period had been increased from one year to three years.
- A specific annual Treasury Management strategy document was no longer required.
- The requirement for quarterly rather than monthly Treasury Management reports.
- The requirement that both long term and short term borrowing had to be approved by the Governing Body, whereas previously short term borrowing could have been approved by the Principal.

The Governing Body resolved to approve the revised Treasury Management Policy.

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g) College Tuition Fees Policy 2010/11

The Director of Finance presented the report with the College's proposed 2010/11 Tuition Fees Policy which was considered by Members. It was explained that this document had been reviewed with approval by the College's Fees Task Group at its meeting on 10 May 2010. It had also been reviewed by the Finance & General Purposes Committee and amended in light of comments made by Members of the Committee. It was noted that the College's annual tuition fee income was approximately £2 million (6% of the College's income in 2010/11).

The Governing Body resolved to approve the College's Tuition Fees Policy 2010/11.

10.38 Audit Committee

a) Minutes of Meeting on 5 July 2010

The Chair of the Audit Committee presented the minutes of the meeting, which were noted by the Governing Body. Specific reference was made to the College's Fraud Policy, and the fact that advice had been received from KPMG confirming that it was not customary for the provisions of such policies to relate to college students. No further revisions were therefore required to the Policy which was presented for approval later in the meeting.

b) Audit Issues

i) 2009/10 Financial Statements and Regularity Audit Fees

The Director of Finance presented the report confirming the audit fees proposed by KPMG for the audit of the College's financial statements for 2009/10, together with the fees proposed for the College's Regularity Audit work for 2009/10. It was noted that the proposed audit fee rates for 2009/10 had increased compared to the equivalent 2008/09 fees. The proposed fees were 3.0% below those budgeted.

The Governing Body resolved to approve the proposed 2009/10 Financial Statements and Regularity Audit fees.

ii) Re-appointment of Internal Auditors for 2010/11

The Director of Finance presented the report outlining RSM Tenon's (formerly Bentley Jennison) performance as internal auditors in 2009/10 against the criteria established by the College. It was noted that the Audit Committee had already considered the performance indicators at its last meeting and had felt that overall the performance of the internal auditors had been satisfactory. The Audit Committee had recommended that RSM Tenon should be re-appointed for a further two years.

The Governing Body resolved to re-appoint RSM Tenon as the College's internal auditors for the 2010/11 and 2011/12 academic years.

iii) 2010/13 Strategic Internal Audit Plan

The Director of Finance presented the report outlining RSM Tenon's proposed Internal Audit Strategic and Operational Plan for 2010/13, which reflected the outcomes of the College's 2010/11 risk management process. It was noted that the Plan had been considered with approval by the Audit Committee at its most recent meeting.

The Governing Body resolved to approve the College's proposed Internal Audit Strategic and Operational Plan for 2010/13.

c) Fraud Policy Statement

The Director of Finance presented the report and the College's updated Fraud Policy, which was considered by Members. It was explained that the Policy had already been considered with approval by the Audit Committee at its most recent meeting.

The Governing Body resolved to approve the College's updated Fraud Policy.

10.39 **Financial Regulations**

The Director of Finance presented the report together with the College's revised Financial Regulations for 2010/11. It was explained that the Regulations should be reviewed and updated before each academic year began, and that they had been issued to the College's auditors for comment. Members of the Finance & General Purposes Committee had considered the revised Regulations at their last two meetings and had now recommended that they should be approved by the Governing Body.

The Governing Body resolved to approve the College's revised Financial Regulations.

10.40 **Risk Management**

a) College Risk Maturity Objective

The Director of Finance presented the report and explained that at the Governing Body meeting on 23 March 2010, there had been a request for definitions to be provided of the different levels of organisational 'Risk Maturity' discussed under the item on the College's 2009/10 Risk Management Policy Review. Members then considered the definitions used by RSM Tenon.

It was noted that the Audit Committee had recommended that at present the College's objective should be to be a "Risk Managed" organisation. The Governing Body was asked to re-confirm its agreement with the Audit Committee's recommendation in this regard. Any recommendation to aim to be a "Risk Enabled" organisation would be considered by the Audit Committee in the future when it was clear that the College met the criteria for being 'Risk Managed'.

The Governing Body resolved to endorse the decision that, at the current time, the College should seek to achieve the "Risk Managed" level of organisational "Risk Maturity".

SMT

b) 2010/11 Risk Management Review

The Director of Finance presented the final draft of the College's 2010/11 Risk Management Review, which was considered by Members. It was explained that the Review summarised the process by which the College's priority risks for 2010/11 had been identified and the action plans that the Senior Management Team had drawn up to address them. It was further explained that as in 2009/10 there was no separate 2010/11 Risk Management Action Plan, as the actions identified in the 2010/11 Risk Management Review had been incorporated in to the College's 2010/13 Strategic Plan.

The Governing Body resolved to approve the College's Risk Management Review for 2010/11.

10.41 **Employer & Skills Committee**

a) Minutes of Meetings on 29 April 2010 and 8 July 2010

The Chair of the Employer & Skills Committee presented a report on the minutes of the two meetings, which were noted by the Governing Body.

b) Restructure of Employer & Skills Committee

The Principal presented the report summarising the discussions that had taken place at the Employer & Skills Committee meetings regarding its structure and the proposed way forward. The Committee had suggested, for approval by the full Governing Body, that its remit should be redesigned to focus on some key main areas including: an overview of the Employer Engagement activities of the College; and strategic input from employer members giving direction to the strategy and offer of the College. It had also been recommended that the Committee met once a term and that the schedule of activity was revised so that the detailed monitoring of quality of provision was passed to the Quality and Curriculum Committee. It was also proposed that the membership of the Committee should be extended to include greater numbers of Co-opted Members and cover key sectors within the area.

The Governing Body resolved to approve the proposed revisions to the structure and operation of the Employer & Skills Committee.

Principal/
APEE/
E&SC/
Clerk

10.42 **Public Sector Pensions Reform Briefing**

The Director of Finance presented two recent briefings from Eversheds and the Association of Colleges (AoC) relating to public sector pensions reform, which were noted by Members. It was acknowledged that further consideration of this issue would need to be carried out by the Governing Body in due course.

The Governing Body resolved to note the report.

10.43 **Governance Issues**

a) Minutes of Meeting of Search & Governance Committee on 21 June 2010

The Chair of the Search and Governance Committee presented the minutes which were noted by the Governing Body. Specific reference was made to the previous consideration given to alternative models of governance, particularly those outlined at the Governor Development Day in May. The Chair of the Governing Body confirmed that in subsequent discussions with members it had become clear that there was little enthusiasm for wholesale change along the lines outlined at the development event, and the key points that had been raised were considered. It was acknowledged, however, that it would be beneficial to create the opportunity at Governing Body meetings for more detailed

debate to take place on key areas when necessary. It was also acknowledged that there was a need to ensure that Members continued to focus on “transformational” rather than “transactional” issues.

The Governing Body resolved to:

- a) re-appoint John Short as an Independent Member for a further period of four years on the expiry of his current term of office; and***
- b) to re-appoint Peter Vaughan and Jennie Cook as Co-opted Members of the Personnel Committee for a further period of three years.***

b) Committee Membership

The Clerk to the Governing Body reported that at its most recent meeting on 21 June 2010, the Search & Governance Committee had considered the memberships of the Governing Body’s sub-committees for the coming academic year 2010/11. To ensure continuity and efficacy it had been recommended that the existing memberships should be maintained. This was subject to the ongoing review of membership of the Employer & Skills Committee.

The Governing Body resolved to:

- a) appoint Danny Morgan as a Co-opted Member of the Finance & General Purposes Committee for a period of three years;***
- b) appoint Mike Proctor as a Member of the Employer & Skills Committee***
- c) appoint Michael Cliffe as a Member of the Finance & General Purposes Committee;***
- d) appoint Sam Garside as a Member of the Quality & Curriculum Committee; and***
- e) maintain all other existing committee memberships for 2010/11, subject to ongoing review of Employer & Skills Committee membership.***

c) Governance Self Assessment

The Chair of the Governing Body presented the report and explained that following the reformatting of the governance self assessment process last year, the Search & Governance Committee had recently carried out a review of that process and associated paperwork to ensure any fine-tuning was carried out for the 2009/10 governance self assessment. Specific consideration had been given to the following documents:

- Summary of self assessment process 2008/09.
- Collective Governance Questionnaire.
- Individual Governor Questionnaire.
- Committee Self Assessment Questionnaire.

In relation to the process for 2009/10, the Search & Governance Committee had considered the following changes:

- Establishing individual 1:1 Governor/ Chair meetings to discuss the completed (Individual) Governor Evaluation Questionnaire.
- The existing March/April Governor/ Chair meetings to become two strategy seminar discussions (as part of the preparation for the May strategic event).
- The performance of the Chair to be reviewed by an experienced and appropriate colleague who knew the College, Governors and Chair but wasn't directly involved as a full Governing Body Member (possibly a former Governor who was still involved with the College as a Co-opted Committee Member). A job description for the Chair had been prepared and would also be considered and agreed by the Search & Governance Committee.

Clerk

The Search & Governance Committee had considered these proposals with approval and recommended the Governing Body to approve them. Members also recorded their thanks to Terry Wolf as the Chair of the Self Assessment Working Group for the work she had undertaken in this regard.

The Governing Body resolved to approve the proposed revisions to the College's Governance self assessment process for 2009/10, subject to clarification of final scheduling.

d) Members' Standing Orders and Code of Conduct

The Clerk to the Governing Body presented the report with the Governing Body's Standing Orders and updated Code of Conduct for Governors at the College. It was explained that the Standing Orders had been reviewed by the Search & Governance Committee in February 2010. No significant amendments had been made to the current version of the Standing Orders and endorsement had been recommended. The Members' Code of Conduct was intended to set out how the Governing Body and individual Governors were expected to carry out their responsibilities and was specifically referred to in the Governing Body's Standing Orders. It was good practice to keep the Code of Conduct under review. The Code of Conduct had been presented at the last Search & Governance Committee meeting at which it had been acknowledged that a number of revisions were required, chiefly to reflect the College's relationships with its new funding bodies and to clarify the position with regards to conflicts of interest. The Code of Conduct had been updated to reflect these changes.

The Governing Body resolved to approve the Governing Body's Standing Orders and Members' Code of Conduct.

e) Committee Terms of Reference

The Clerk to the Governing Body presented the report and explained that during this last cycle of meetings, each of the Governing Body's sub-committees had reviewed their Terms of Reference for the academic year 2010/11 to ensure that they reflected any proposed changes to the functions of the Committee, regulatory requirements and best practice. In some instances, amendments had been proposed and these had been identified in the individual documents. Each Committee had recommended that their respective Terms of Reference be approved as presented.

The Governing Body resolved to approve the proposed Terms of Reference for the Quality & Curriculum; Finance & General Purposes; Personnel; Search & Governance; and Audit Committees.

f) Schedule of Governance Meetings 2010/11

To be circulated later following further clarification of proposed dates.

g) Governing Body Schedule of Business 2010/11

The Clerk to the Governing Body presented the proposed schedule of business for the Governing Body for 2010/11, which was considered by Members. It was explained that it was important to note that the schedule of business was not fixed and other items would be presented to the Governing Body as necessary during the course of the year.

The Governing Body resolved to approve the Governing Body Schedule of Business for 2010/11.

10.44 Any Other Business

None.

10.45 Date of Next Meeting

To be confirmed.

The meeting closed at 7.55pm.

Richard Hinde - Clerk to the Governing Body

Signed (Chair):

Name

Date: